

Little Explorers Nursery & Preschool Limited

Terms and Conditions

Securing a place

Upon registration we require a £35 registration fee and a deposit - £50.00 for a part-time place and £100.00 for a full time place. The deposit will be refunded to your account to pay towards your final invoice. The registration fee is non-refundable.

Once your child's place has been confirmed, if you then decide not to send your child to Little Explorers Nursery and Preschool Limited a minimum of four weeks written notice is required and no additional monies will be payable. If you do not or it is not possible to give four weeks written notice then you must pay the monies for the unnotified period.

For your first and last month's invoice you will be billed for the actual cost of the individual sessions booked to attend.

Fees

Payment for fees can be made by cash, standing order and most childcare vouchers. Fees are due monthly and in advance. Fees paid by standing order will be collected on or around the 1st of each month unless otherwise agreed with management.

Your monthly fees are calculated as shown below

$$\frac{\text{Cost of sessions a week X 49 weeks}}{12} = \text{£ per month}$$

For those parents wishing to register their child for a term-time place the monthly fees will be calculated as follows. (Please note that as the fees are averaged over a year you will still receive an invoice in August even though your child will not be attending.)

$$\frac{\text{Cost of sessions a week X 38 weeks}}{12} = \text{£ per month}$$

The calculation allows you to make a regular payment each month regardless of whether there are four or five weeks within the month. It takes into account that the nursery is shut on some days throughout the year, i.e. bank holidays and the Christmas closure, and also includes one week's deduction in fees to cover any holidays taken.

Discounts

Little Explorers Nursery and Preschool Limited can only offer one discount at full rate to each family. If eligible for a second discount it will be applied at lower rate. Discounts cannot be backdated will only be applied from the date of the production of a military ID badge or a younger or older sibling beginning their place at nursery.

Military Discount

ID cards must be seen for the discount to be applied to nursery fees.

Sibling Discount

The discount will be applied to the eldest child's fees and will no longer apply once the eldest child has left nursery.

Late Payment

Payment of fees are due within 14 days of the invoice date. Any balance that is carried over to the following month is subject to a late fee of £15. The charge is added each month until the total balance of the account is clear.

Incursion of charges

If the nursery incurs any outside charges from cancelled payments or by any other means, the amount incurred by Little Explorers Nursery and Preschool Limited will be added to the parent/carer's fees.

Absenteeism

If your child is absent due to illness, away on holiday or if the nursery closes due to 'acts of god', terrorism or environmental factors beyond our control, then Little Explorers Nursery and Preschool Limited cannot offer you a refund.

Changes of Sessions

As a rule it is not allowed for sessions to be swapped for any child. If your child is unable to attend their regular session then no refund will be allowed. If you wish for your child to attend a different session then this should be booked as an extra session depending upon availability.

Extra booked sessions

If extra sessions are booked they will be charged for on the next invoice created following the booking. A minimum of one week's notice is required when you wish to cancel a booked extra session or the charge will still apply.

Reduction to sessions

If you wish to reduce your child's sessions then we require four weeks written notice. If less than four weeks written notice is given then you must still pay the monies for the unnotified period.

Late Collection of child

If you are late collecting your child from nursery you will be subject to a late collection fee at the rate of £1 for each minute that passes the collection time.

Notice of termination

A minimum of four weeks written notice is required when you wish to terminate your child's place. If less than four weeks written notice is given then you must still pay the monies for the unnotified period.

Refunds Owing

Upon a child leaving his/her place at Little Explorers Nursery and Pre-School Limited, if there is any amount left on the parent/carer's account due for refund, then this will be done within six weeks of the child's last booked session.

Further Charges

If any further payments are made after a child has left resulting in a refund being due then a £5.00 fee will be charged as an administration fee.

Please be aware that the Nursery Manager reserves the right to suspend/terminate a child's place with immediate effect if it is deemed necessary. Little Explorers Nursery and Preschool Limited reserves the right to change the terms and conditions when necessary.

By signing this document I hereby confirm that I fully understand and accept the terms and conditions as set out previously.

Name

Signature.....

Date.....